

# Information Repository

## Description

An information repository is a record storage area at or near a Superfund site that contains all correspondence, reports, and documents pertaining to the site, as well as general Superfund program information. At an information repository, people can research the site and the law pertaining to the cleanup, learn how to participate in the cleanup process, and copy any information found at the repository.

## REQUIRED Activity?

Yes. The NCP at 40 CFR § 300.415(n)(3)(iii) and 40 CFR § 300.430(c)(2)(iii) requires the lead agency to “[e]stablish at least one local information repository at or near the location of the response action.”

## Making it Work

### When to Use

The information repository should be established early in the response action and be well publicized. At least one repository must be established at or near a remedial site before the Remedial Investigation/Feasibility Study (RI/FS) begins. Also, for removals where on-site action is expected to exceed 120 days, EPA shall, before the end of those 120 days, establish an information repository at or near the site. For removal actions with a planning period of at least six months, the Agency must follow the same procedures outlined above and make the information repository and the administrative record available no later than the date of the signing of the Engineering Evaluation/Cost Analysis (EE/CA) approval memorandum. The Agency must inform the public of the establishment of the information repository. The availability of the administrative record must be announced through the publication of a **Public Notice** in a local newspaper of general circulation.

### How to Use

The two most significant issues are determining the location(s) and choosing the materials for the information repository. The number of repositories established depends on the distance of the site to surrounding communities. Specific locations are often determined during **Community Interviews**. The repository should be easily accessible by the public. Some common locations are public libraries, city halls, and public health offices where public access is convenient and photocopying equipment is available. Alternative locations include fire stations or religious buildings. The repository should be accessible during normal business hours. The facility must meet the requirements of the Americans with Disabilities Act (ADA). Visit the Center for Independence (CFI) **Internet** site: [www.gj.net/~cfi/index.htm](http://www.gj.net/~cfi/index.htm). The site includes weekly updates and information about making your public space accessible. For a free copy of the ADA Guide for Small Businesses, call CFI at (970) 241-0315.

The CIC makes arrangements for the location of the information repository by contacting the likely facility and negotiating with the facility’s point of contact. If a copy machine is not available, it is possible to purchase one with site funds. Repository contents should be organized, indexed, and situated in a spacious area. CIC planning of the arrangement of the documents in advance is advised. Multiple copies should be made to compensate for misplaced documents. Repository contents should be updated regularly with recent information.

The CIC does not physically place documents into the repository. This is usually the responsibility of a contractor or Regional Documents Manager. The repository should be maintained



[See Public Notices, Tab 33](#)



[See Community Interviews, Tab 5](#)



[See Internet, Tab 10](#)

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by a custodian. Pertinent materials are typically mailed to the repository location with instructions on indexing and placement. Documents relating to the Administrative Record are sent to the information repository by a Regional Records Department. The repository custodian should create and revise an index when each new document is added to the repository. The CIC should notify the custodian of the repository of these responsibilities when soliciting the facility's cooperation.

The CIC is responsible for visiting the repository regularly to ensure that all necessary materials are easily accessible and that documents in the repository clearly indicate how individuals can comment on them. One method is to place a cover note on documents indicating who is to receive comments and by when. Moreover, the CIC must publicize the repository's location and hours of operation by notifying local government officials, citizen groups, and the *Media*. The CIC may also inform the public by printing articles in community and church newsletters.

*Electronic* versions of the information repository are in the developmental phase. When operational, they will be located with traditional repositories at standard repository sites. Information will be accessible on personal computers via CD-ROM, diskettes, and the *Internet*. The CIC should cooperate with the Regional Documents Manager in determining electronic repository options.

The CIC should recommend to the Remedial Project Manager that the repository be indexed in a simple and convenient manner. The following is a sample information repository index:

- CERCLA, and RCRA;
- NCP;
- Hazard Ranking System (HRS), a scoring system used by EPA to determine the relative threat of a hazardous release;
- Community Involvement Plan;
- Technical Assistance Grant application information;
- Remedial Investigation/Feasibility Study work plan (RI/FS);
- Remedial Investigation report;
- Draft and Final Feasibility Study Reports;
- Proposed Plan;
- Responsiveness Summary, comprised of the lead agency's written response to significant comments;
- Signed Record of Decision (ROD), the actual remedy selected to clean up the site;
- Administrative order on consent or consent decree;
- Remedial design work plan;
- Cooperative agreement, if a state-lead site;
- Documentation of site sampling results;
- Published studies;
- Technical or scientific data;
- Common contaminants information;
- Brochures, fact sheets, and other information about the Superfund program and the specific site;

[See Media,  
Tab 25](#)



[See Internet,  
Tab 10](#)



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- Press releases, newspaper articles, and other publicity materials that pertain to the site;
- Maps of the site;
- Notices of availability, meetings, and public comment periods from local newspapers; and
- Summaries of public meetings.

Ensure materials are in the repository before the public is advised to access them.

## **Related Tools/Resources in the Toolkit**

- [Public Comment Periods, Tab 31](#)
- [Community Involvement Plans, Tab 7](#)
- [Fact Sheets, Tab 15](#)
- [Media, Tab 25](#)
- [Public Meetings, Tab 32](#)
- [Technical Assistance for Communities, Tab 41](#)



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